

ADMINISTRATIVE - INTERNAL USE ONLY

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Office of Personnel

OP MEMORANDUM NO. 20-61-14

1 November 1983

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Office of Personnel Memorandums and Office of Personnel Notices

1. The Policy and Programs Staff, Office of Personnel (P&PS/OP) has primary responsibility for the review and revision of OP Memorandums (OPMs) and OP Notices (OPNs). The deputy directors of OP participate in this process by staying aware of the status of current OP issuances on matters within their respective jurisdictions and by initiating revised and new issuances when these are needed.

A. OP Notices

OPNs are intended for informational announcements which are generally one-time or temporary in nature. (For example, announcements of reassignments of key OP personnel.) OPNs routinely have expiration dates of six months following the publication dates. There are occasional exceptions when an expiration date should be at the end of one year, such as any kind of reporting schedule listing deadline dates for use over an entire year. The expiration date of an OPN does not apply to the continued validity of its contents as much as to the period of time the document should be retained for reference.

B. OP Memorandums

OPMs contain material of a policy or procedural nature which is of more than transient interest or use and which expands on, explains in more detail, or provides implementing instructions for regulatory requirements. OPMs do not expire; they either are canceled by an OPN or are rescinded by the issuance of another OPM. A Headquarters Notice (HN) rather than an OPM should be the issuance for announcing an Agency-wide policy.

2. An OPN or an OPM may be initiated by any employee in OP; drafts should be submitted through his or her OP deputy director to P&PS. Drafts initiated by personnel officers located outside OP may be submitted directly to P&PS. P&PS will assure proper format preparation, and review and coordination by appropriate internal OP areas. Originators of OP issuances should be aware that approximately seven to ten days are needed from the time the Director of Personnel signs an issuance until the document is printed and distributed.

/ Robert W. Magee
Director of Personnel

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